publication of records on Indo-Soviet relations available in the Archives of both countries.

5.2.9.2.3

Administration

5.2.9.2.3.1

Staffing Pattern on the basis of quantum of record holdings

Resolution by Shri C.B. Pandya:

The Indian Historical Records Commission recommends that the National Archives of India should study the question of staff requirements for Department of Archives in the states as well as departmental record rooms of various sizes depending upon the quantum of record holdings and prescribe a uniform pattern of staffing.

Explanatory Note: National Archives, Government of India has prescribed norms for various item of work to be carried out by the record offices as well as by the Department of Archives. These norms are being followed by the State Archives in the country as authority. On account of adoption of the Archival Policy Resolution the department of Archives has been made responsible for various items of work enumerated in the Archival Policy Resolution. But at the same time proposals for different posts for undertaking various items in record offices as well as in Archives Department viz. filing, indexing, classification, scrutiny of retention schedules, appraisal and review, maintenance, preservation and weeding out of records are being refuted for want of norms for staffing pattern depending upon the quantum of records holdings. It has therefore, become necessary that the National Archives of India should look into the matter and undertake the study and prescribe uniform staffing pattern for various posts for the department of Archives and departmental